

BCA-12
BCA 1st year
Examination – June 2019
Communication Skills
Time: Three Hours

Maximum Marks : 50

Note: i) Attempt all questions.(Ques.no.1 is Compulsory)

Section–A

Q.1 Objective Type Question. (5 x 1 = 5)

1. Do as directed

- (a) I saw him almost.....year ago. (Insert suitable Article)
- (b) Change the speech he said “I am happy”.
- (c) Add question n tag- you are a student.
- (d) She does not like mangoes.(Change the voice)
- (e) You (should, would ought) be punted choose the correct alternative.

Section – B

Short answer type question (3 x 3 =9)

Q 2. Write short notes on any 3

- (a) Verbal and Non- verbal communication .
- (b) Types of Listening.
- (c) Modern forms of communication.
- (d) Structure of technical report.
- (e) Essentials of effective business letter.

(2)

Or

Make a précis of the following passage and give a suitable title the passage

Freedom has assuredly given us a new status and new opportunities but it also implies that we should discard selfishness, laziness and narrowness of outlook. Our freedom suggests toil and discipline. We should so discipline our sense as to be able to discharge our new responsibilities. Satisfactorily. Work, uncrossing work should now be our watch word. Work is wealth and service is happiness nothing else is the greater crime in India today is idleness. If we root out idleness all our difficulties, inducing then comfort will gradually disappear.

Q.3 Prepare a news report on the inaugural function of any science exhibition at your town. (6 x 1=6)

Or

Write a paragraph on "Education for New India."

Section – C

Long answer type question

(5 x 6 = 30)

Q.4 Write short notes on any one

- (a) Technical and general writing
- (b) Sentences and its types
- (c) Circulars and notices

Q.5 Do as directed

- (a) Give synonyms of any 2
Reject, Assent enormous, conceal
- (b) Give antonyms of any two
Begin, Admire, Reluctant, Prominent.

(3)

(c) Give one word for-

- (i) One who goes on a journey?
- (ii) Handwritten document

Q.6 What is the process of communication discuss the application of non-verbal communication in an organization.

Or

Write a letter to the bank manager asking for a duplicate copy of your saving account passbook since the original has been lost by you.

Q.7 Write at least five visual aids that you will use while making an oral presentation to an audience.

Or

Discuss the modern techniques of communication.

Q.8 Write an application to the principal of your college for the post of assistant professor with your resume.

Or

What is a C.V. or resume? What is the essential feature of a resume.
